

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY Regular Meeting of the Board of Trustees, Monday, September 17, 2018, WEPL Administrative Offices, Council Caucus Room, 7:00 p.m.

CALL TO ORDER

The meeting was called to order by President Buttari at 7:01p.m.

Present: Mr. Buttari, Mr. Monin, Mrs. Petruccio, and Mrs. Roche

Absent: Mr. Mackey, Mrs. Polewchak and Mrs. Roseum

Also present: Mr. Werner, Mr. Linderman, Ms. Simmons and Ms. Lastoria

Citizens present: Deb Mullen, Amy Winter and Deborah Michaels

Additions to the agenda: The Young Adult presentation will be moved up on the agenda due to staffing issues at Eastlake Library.

YOUNG ADULT DEPARTMENT PRESENTATION

Ms. Winter began the presentation with the focus of the Young Adult Department, which consists of teens who are the ages of 11-18 and in grades 6-12. Advertising is done on Facebook, Twitter, e-newsletter, newspapers and posters.

The following materials are provided for teens: books, manga/graphic novels, music, movies, Anime, audio books, magazines and E-media. In addition to the materials, Summer Reading Programs in all buildings have been well attended along with WEPLcon with 150 attendees.

Outreach and Partnerships are also a large part of the Young Adult Department, including: weekly book group at Northern Career Institute, programming displays at North High Library, Nyancon Run by Lakeland College and open houses at North and South High Schools, the W-E middles schools and the School of Innovation.

Citizen's Comment:

Deborah Michaels stated that since the book drops have been moved at Willowick Library, signage for the traffic flow in the parking lot should be installed. Mr. Werner responded that asphalt repair work will be done to the parking lot and at that time arrows will be placed on the pavement.

Oath of office for Diane Petruccio administered by Ms. Lastoria

President Buttari presented the following minutes:

- July 16, 2018 Policy Committee Meeting
- July 16, 2018 Regular Meeting of the Board of Trustees

MOTION 65-18

Mrs. Petruccio moved and Mrs. Roche seconded that the following minutes be approved as presented.

- July 16, 2018 Policy Committee Meeting
- July 16, 2018 Regular Meeting of the Board of Trustees

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Absent”; Mr. Monin, “Yes”; Mrs. Polewchak, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Absent”. Motion carried.

FISCAL OFFICER’S REPORT

PLF	2017	2018	% Increase
August	\$141,850.16	\$143,126.92	0.90%
YTD	\$1,249,007.68	\$1,282,334.88	2.67%

MOTION 66-18

Mr. Monin moved and Mrs. Roche seconded that the Board approve the July and August, 2018 Fiscal Officer’s report:

JULY LIST OF BILLS PAID: **\$ 437,782.29**

JULY FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,450,650.46	\$3,182,880.18	\$1,287,765.64
Grants	0.00	\$10,000.00	0.00
Capital Projects Fund	\$2,844.64	\$138,409.87	\$909,165.74
Building Construction	0.00	0.00	0.00
Computer Information	0.00	\$26,311.02	\$46,144.47
Eastlake Coal Plant	0.00	0.00	0.00
Fiduciary Fund – Worrallo	\$1.64	0.00	\$17,029.46
TOTALS	\$3,453,496.74	\$3,357,601.07	\$2,260,105.31

JULY INVESTMENTS: \$1,404,102.16

PLF	2017	2018	% Increase
September	\$166,568.32	\$175,305.31	5.25%
YTD	\$1,415,576.00	\$1,457,640.19	2.97%

AUGUST LIST OF BILLS PAID: \$420,925.19

AUGUST FINANCIAL STATEMENT: YTD

	RECEIPTS	EXPENDITURES	BALANCES
General Fund	\$3,602,819.22	\$3,604,097.91	\$1,018,716.67
Grants	0.00	\$10,000.00	0.00
Capital Projects Fund	\$2,844.64	\$138,409.87	\$909,165.74
Building Construction	0.00	0.00	0.00
Computer Information	0.00	\$26,311.02	\$46,144.47
Eastlake Coal Plant	0.00	0.00	0.00
Fiduciary Fund – Worrallo	\$1.64	0.00	\$17,029.46
TOTALS	\$3,605,665.50	\$3,778,818.80	\$1,991,056.34

AUGUST INVESTMENTS: \$1,406,740.87

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Absent”; Mr. Monin, “Yes”; Mrs. Polewchak, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Absent”. Motion carried.

MOTION 67-18

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve a resolution accepting the amounts and rates.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Absent”; Mr. Monin, “Yes”; Mrs. Polewchak, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Absent”. Motion carried.

COMMITTEE REPORTS

AUDIT (**Petruccio**, Roseum, Tyler citizen)

Did not meet

BUILDINGS (**Monin**, Roseum, Petruccio)

Did not meet

FINANCE AND PLANNING (**Mackey**, Monin, Roche)

Did not meet

PERSONNEL (**Roche**, Polewchak, Roseum)

Did not meet

MOTION 68-18

Mr. Monin moved and Mrs. Roche seconded that the Board approve the August and September Personnel Actions reports as corrected with the date change.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Absent”; Mr. Monin, “Yes”; Mrs. Polewchak, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Absent”. Motion carried.

POLICY (Polewchak, Mackey, Petruccio)

The Policy Committee met prior to the Board Meeting. Mr. Linderman requested that miscellaneous policy updates be approved which include no longer charging for faxes and to discontinue giving patrons receipts for returning lost items from other Clevnet Libraries. There was a discussion on the Fine Free Policy which will be presented to the Board in December for approval, and discussion on the Hot Spot Reservation plan that will begin October 1, 2018.

MOTION 69-18

Mrs. Petruccio moved and Mr. Monin seconded that the Board approve the Miscellaneous Policy Updates as presented:

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Absent”; Mr. Monin, “Yes”; Mrs. Polewchak, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Absent”. Motion carried.

ADMINISTRATION REPORT

MOTION 70-18

Mrs. Roche moved and Mrs. Petruccio seconded that the Board approve the Surplus List as presented.

On roll call the following vote was cast: Mr. Buttari, “Yes”; Mr. Mackey, “Absent”; Mr. Monin, “Yes”; Mrs. Polewchak, “Absent”; Mrs. Petruccio, “Yes”; Mrs. Roche, “Yes”; Mrs. Roseum, “Absent”. Motion carried.

LEVY DISCUSSION

Mr. Werner informed the Board that the library was assigned issue 6 by the Board of Elections. The annual report postcards have been mailed to residents. Locations in the library’s service areas have been discussed to place the levy signs, in addition the Board members and staff will take signs to distribute. The contribution from SEIU will be put towards next year’s levy campaign since it is anticipated that it won’t be received until the end of October. The talking points have been finalized, newspaper ads will be placed in the Gazette papers which are dispersed in the local communities and Mr. Linderman is arranging the Speakers Bureau. The absentee ballots will be mailed October 8th, a committee has been formed to mail out the postcards to the absentee ballot voters.

Director’s Report/Rick Werner

Summer Wrap-up

Thanks to the work of WEPL staff across all four Libraries, we have concluded another successful summer of programming inside our buildings and outreach events in our communities. From the Summer Reading Program for children, teens, and adults to the various parades, fairs, and festivals that we were a part of, WEPL again demonstrated its value to our patrons and the seven communities we serve.

In a year in which we are asking people to renew their commitment to supporting the Library by voting for Issue 6, I believe that we have once again fulfilled the important role that WEPL plays in making our communities more desirable locations to live, work, raise families, and age gracefully.

Strategic Planning Update

After taking a late-summer hiatus, we are once again working with Lakeland Community College’s Nonprofit and Public Service Center to conclude the strategic planning process. After two well-attended work sessions involving community stakeholders and Library staff, we will be scheduling two more meetings that will involve the staff strategic planning committee and the Board. I hope that we can confirm the dates for those meetings soon. The plan should be finalized in time to be used as we craft WEPL’s 2019 budget and priorities.

Operating Levy

With Issue 6 officially on the November ballot, the levy committee is hard at work organizing the campaign that will get WEPL’s message to the communities and voters who will decide our financial future. Many thanks to Jeff for chairing the campaign and to Frank for organizing the efforts of the Board to support the campaign effort.

We have in place the permitted “inside the Library” materials (talking points and frequently-asked-questions) that can provide information (but not advocacy) about the operating levy. Jeff made a pitch for volunteer help and campaign contributions to the whole staff at the Staff Development Day on September 12.

Facilities

We had a challenging summer on the facilities front given that Greg Heinrich was out for the summer recovering from a broken leg and Bob Thompson was out for five weeks as well. Special thanks to Tom Johnson and Kara Hilston for all their work to keep up with all the day-to-day facilities needs. Thanks as well to everyone across the Library for pitching in to help.

With Bob back now and Greg coming back soon, we can begin to address some of the more major projects that are on our 2018 list: concrete work at Eastlake and Willoughby; roof work at Willowick and Willoughby; parking lot work at Eastlake, Willoughby and Willowick; completing the renovation of the Willoughby Hills Library; and the front sign at the Willoughby Library.

In anticipation of meeting with Eastlake Mayor Dennis Morley this fall to talk about extending our lease at Eastlake City Hall, Tom and I have been working (with input from Eric, Vicki, and Trish) on plans for potential changes in our space configuration at City Hall to better meet our current needs. We will brief the Board as we finalize those plans.

In Brief

- Morley Library is joining CLEVNET on September 24, 2018. Lori Vayo from Willowick will be spending that day at Morley to serve as a resource for their circulation staff. This comes on the heels of Geauga County Public Library and Rocky River Public Library joining CLEVNET in the past year. A quick reminder that WEPL was the first Lake County Library to join CLEVNET in 1984.
- Along with our Lake County public library partners, we continue to work with the Lake County Ohio Means Jobs workforce development organization to breathe life into the Memorandum of Understanding that state law now requires to be in place.

Deputy Director’s Report/Eric Linderman

Public Services Support Staff

We hired Sarah Lloyd to fill the Public Services Support Staff (floater) position. Sarah recently graduated from the University of Central Arkansas with a Bachelor of Arts in Secondary Education English. Sarah is training in the circulation departments of all four libraries this month, and will train in reference in October.

Assistant Manager Positions

MaryAnn Friedlander accepted the assistant manager position at the Eastlake library in early August, and has been working there for about a month. Because of this move, we will have a complete management team back in place at the Eastlake Library as we plan for an upcoming renovation project there.

We also hired a new assistant manager at the Willowick Library, who started on September 5. Jack Phoenix worked as a program coordinator for both the London (Ohio) Public Library and Medina County District Library, and most recently worked for Overdrive. Jack has an MLIS from Kent State, as well as a Bachelors of English Literature and Religion from Otterbein University, and a Master of Arts in English from Ohio Dominican University.

[Open Positions at the Willoughby Library](#)

MaryAnn's move to Eastlake created an assistant manager opening at the Willoughby Library. Also, Sue Clark announced her upcoming retirement in January, after nearly 39 years. As we congratulate Sue, Deb Mullen and I are also discussing the best way to move forward with the vacancies at the location.

We have found that assistant manager jobs tend to take longer to fill, so we have decided to move forward on hiring a librarian at this time who will eventually replace Sue Clark. Once we have a new adult services librarian in place, and trained, we will be in a better position to hire an assistant manager, and probably start that process in early December.

[Toy Lending Library](#)

The toy lending library is up and running and is getting attention in the local press. Many on our staff have done excellent work to put this collection together. I'm especially happy to report that the collection is already in demand by area organizations that work with kids who have special needs. Sarah Vargo and Rachael Chicone have both done a lot to establish these connections, which include Broadmoor School, Gigi's Playhouse, Connecting For Kids, WE Preschool, and Footprints.

[Passport and Notary Services](#)

We are on track to begin offering two new services in 2019. At this time, Kathleen Jozwiak and Lori Vayo have obtained certification to provide passport services and we are working on getting the equipment and identifying the precise location for the service within the Willowick Library.

We are also planning to offer notary service at all of our locations. Notary service is frequently requested by our patrons, and it is typical for public libraries to offer it. I am budgeting for our managers to get the necessary training in January.

[New Online Hiring Process Up and Running](#)

We are now using new modules that have been added to our payroll system that incorporate the recruiting and onboarding processes. In fact, the new adult services librarian position at the Willoughby Library is our first posting using the web recruiting module. Applicants for our positions now complete an online form that includes screener questions and links to the emails of managers who are involved in the hiring. Furthermore, the module automatically generates emails to applicants at different points in the process. The result of this upgrade will be a cleaner, more attractive application process with improved reliability and easier record keeping.

Communications & Development Report/Lori Caszatt

- Michelle Hudson conducted book discussion groups at Breckenridge Village, Willoughby Senior Center and Grace Woods.
- As part of her Assistant Director of Citizen Corps duties, Lori Caszatt was responsible for managing the mock media at Auburn Career Center for the Perry Nuclear Power Plant dry run drill. The actual drill will be help on September 18th.
- The WEPL United Way campaign will be kicking off mid-September.

Collections & Virtual Services Report/Melanie Wilson

The WePlay Toy Library officially launched on 9/10/2018. All toys can be viewed on the library website at: <https://we247.org/toys/>. Information about the collection including browsing options is available here: <https://we247.org/weplay/>. Additionally, Sensory Kits containing stress balls, noise reduction ear muffs, and Tangle Juniors were distributed to each library on 9/7 for use in library programs and library visits to ensure all patrons are comfortable when visiting the library.

- The MAP team has finally implemented 9xx for our AV/ Midwest orders. This is a milestone for our department as most other libraries already use 9xx. 9xx is an automated ordering process that encodes our Marc records with holding codes. These holding codes follow an item through the entire life cycle. When orders are imported using the 9xx process, the xx ON-ORDER record will now display for AV items in Workflows. This will make it easier for staff to know if an item has been ordered. This process also increases efficiency across the system. We are planning on implementing this workflow for Baker & Taylor in late 2018/ early 2019.
- In early August, several titles were purchased with money from the Worrallo Fund. MAP is working closely with Deborah Mullen to build a local history collection at the Willoughby Library.
- Due to the collaborative efforts of WEPL & Breckenridge, David Giffels will be speaking about his newest book, *Furnishing Eternity*, at Breckenridge Village/ Osborne Community Plaza on October 20 at 1 PM. This event is open to the public. If you are interested in attending, please register here: <https://bit.ly/2OWmAHH>. In preparation for the event, a book discussion about *Furnishing Eternity* will be hosted by Michelle & Carol at the Willowick Library on September 25 at 7:00 PM. This event is open to all patrons. Patrons can register here: <https://bit.ly/2Kn8hJH>
- In partnership with hChoices, as part of the Lake County Social Isolation and Loneliness Initiative, the library will be offering a Virtual Book Club led by Carol Tuttle. To start, this book club will be available to home delivery patrons. hChoices is providing the software, Zoom, and tech support that will allow us to host the virtual discussions. The Virtual Book Club will have a soft launch at the *Furnishing Eternity* book discussion on September 25.
- The library website blog is growing thanks to monthly contributions from Carol Tuttle & Dennis Campbell. Read the blog here: <https://we247.org/category/blog/>.
- Other notable events:
 - 7/24/2018 – Offered Cutting the Cable at the Willowick Library with a record attendance of 55.
 - 8/1/2018 – Met with CollectionHQ.
 - 8/2/2018 – Offered Privacy Matters class at the Willowick.
 - 8/6/2018 – Met with our AV vendor, Midwest Tape.
 - 8/7/2018 – Offered Managing Files class at the Council on Aging.
 - 8/14/2018 – Met with our book vendor, Baker & Taylor.
 - 9/12/2018 – Lake-Geauga League of Libraries event: Author Stephen Markley at Lakeland Community College

Eastlake Branch Report/Amy Winter

- MaryAnn joined us in August.
 - YA attended the open house at North
 - Cathy Ellers gave a Library tour for Middle school students with more planned
 - The Red Cross hosted a blood drive in August, They collect 19 pints of blood.
 - Sam gave a tour to the TJ 3rd graders.
 - Children's worked on background work and collection development during the August programming break.
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Willoughby Branch Report/Deb Mullen

Willoughby Library had a busy summer with all the usual Downtown Willoughby activities including ArtsFest, National Night Out and Last Stop Willoughby! The Heart of Willoughby was an invaluable partner in our ability to serve at NNO and LSW by providing the funding for the crafts! In addition, we continued to serve our patrons inside the library during the very busy Summer Reading season. We welcomed many tutors to our study rooms in addition to the regular users and our computers are being well utilized by the public.

Eric and I met with Shana Boyd, Judean Banker and Mayor Fiala regarding a movie license partnership with the City of Willoughby. Eric is currently doing some fact gathering as we look toward the next step.

Brian Campbell, Willoughby's Head of Circulation, has been doing a great deal of research and work on implementing a holds system for our hotspots. Our hope is to make the hotspot lending more equitable and useful for patrons looking for hotspots for specific times, such as vacations.

Sarah Vargo created beautiful signage for the building using the Cricut machine the Library purchased for us earlier this year.

[Adult Services](#)

We have several interesting upcoming programs for adults including:

Inspired to Write, September 19 @ 6:30pm: An opportunity to hear from and purchase books from local inspirational themed authors.

True Crime/Mystery Book Club, September 20 @ 7pm: A new book club that will focus on true crime and mystery; join us for the first meeting to help us pick a name and discuss *The Flight Attendant* by Chris Bohjalian.

Dew of Death, October 2 @ 6:30pm: Presented by former News-Herald writer Jeffrey Frischkorn, the story of the old Ohio Rubber plant and its connection to the manufacturing of lewisite during WWI will be discussed. Stop by and view the WWI historical artifact display that corresponds with the program!

Lake County Crime Lab, October 17 @ 7pm: Learn about all the important work done by the Lake County Crime Lab.

[Teen Services \(Marybeth Carroll\)](#)

The Anime Club (and my grandchildren) had a great time marching in the Last Stop Willoughby Parade and handing out candy to the parade watchers.

Two teens have been using the PS4 since school started!

I will be starting a weekly book discussion group with 20 teens from the Northern Career Institute. The first meeting will start with a tour of the library.

Batman Day is September 15. Batman movies will be on the YA television all day. There will also be coloring pages of the Dark Knight and other DC characters available.

Children's Services (Sarah Vargo)

The Children's Department is busy preparing for the toy library launch, and our storytime and homeschool programs. I had fun testing Deb, Marybeth, and Danielle to see if they could complete the first breakout room. (Spoiler: Deb's was way too hard, but a new test was beautifully completed by Danielle and Marybeth! This is why things need to be tested first!) I also created some new vinyl wall decals to show off the Children's and Teen rooms. My favorite project was turning the WePlay Toy Library logo I created for the library into a vinyl decal for the children's room!

OLD BUSINESS

Mr. Buttari asked for an update on the pediment at Willoughby Library, Mr. Werner responded that a design was received from the stone mason.

NEW BUSINESS

Mrs. Roche reminded everyone that the Trivia Night is October 6th at Willowick Library 6:00 p.m.-8:30 p.m. and that tickets are still available.

NEXT MEETING, Monday, October 15, 2018, 7:00 p.m., WEPL Administrative Offices

MOTION 71-18

Mrs. Petruccio moved and Mr. Monin seconded that the Board adjourn into executive session to discuss upcoming labor negotiations.

On roll call the following vote was cast: Mr. Buttari, "Yes"; Mr. Mackey, "Absent"; Mr. Monin, "Yes"; Mrs. Polewchak, "Absent"; Mrs. Petruccio, "Yes"; Mrs. Roche, "Yes"; Mrs. Roseum, "Absent". Motion carried.

The Board returned from executive session at 9:08 p.m.

ADJOURNMENT

MOTION 72-18

Mrs. Petruccio moved and Mrs. Roche seconded that the Board adjourn at 9:08 p.m.

On roll call the following vote was cast: All "Ayes." Motion carried.

Respectfully submitted,

Board President

Board Secretary